

## Guidance for Students

### When submitting evidence in relation to:

- **an appeal based on a late declaration of extenuating circumstances**
- **an appeal submitted late as a result of extenuating circumstances**

Please do make sure that the evidence upon which you are relying is full and accurate. Your appeal will be considered on the basis of this submission and you will not have a further opportunity to submit additional evidence.

Any statements that you make about your health must be directly supported by medical evidence if they are to be taken into account by the University when considering your case.

The evidence should be a sick note or a letter from a health professional to confirm your illness. Copies of prescriptions or letters of medical appointments will not be accepted.

If you are making a case based on:

- the illness of a family member or close friend; or
- circumstances (such as financial or housing issues) that have caused you to be depressed, stressed or anxious,

the evidence required is not confirmation of the illness of your friend or family member, nor is it copies of final demands for the payment of bills. Instead it must confirm the impact that the situation had on you which meant that:

- you were unable to perform to your best in the assessments in question; and/or
- you could not reasonably have been expected to submit an EC claim and/or the appeal on time.

If you are making a case related to an examination that you sat, you should be aware that the University operates a 'fit to sit' policy. By presenting yourself for that exam, you have declared that you were fit to undertake it. A subsequent claim that this was not the case would need to be supported by an explicit confirmation from a medical practitioner that you were not able to have determined your fitness at the time when the exam was sat.

Please bear in mind that your appeal will not be accepted if your claim:

- is not evidenced
- is evidenced by a medical note for another person
- is evidenced by a series of hospital appointments
- is evidenced by prescription notes

- could reasonably have been submitted as an EC claim in-year
- (in the case of a late appeal) could reasonably have been submitted within 10 working days of the publication of the result in question

If you are intending to consult with a health professional for the evidence and are unsure what may be suitable, the following guidance notes may help.

## **Guidance for Healthcare Professionals**

### **When responding to a student's request for evidence in relation to an appeal based on a late declaration of extenuating circumstances**

The University regulations allow a student to make a claim that their performance was affected by circumstances beyond their control, such as ill health. This allows some flexibility when considering a student's results and their overall academic performance.

Students have to present these claims within a specified period. If a claim is late it will not be considered and the student is at risk of failing their course.

However, the University recognises that in cases where mental health is affected, a student may not be well enough to identify their own fitness at the time.

Bearing in mind the usual levels of stress experienced by a typical student at the point of an exam period or assessment activity, consideration can only be given in cases where the symptoms or their impact are confirmed as being 'over and above' or disproportionate to the levels normally expected at an assessment point.

The evidence required in support of a late claim submitted by a student is required to show:

- i. The nature of the illness that has now been formally diagnosed (e.g. depression, stress etc.).  
The University does not accept evidence which indicates: 'the student informs me that ...'. It is important that the evidence confirms your professional diagnosis of the illness and does not just record what the student has told you.
- ii. The period of time affected by this condition.  
Confirmation of how long the student has been under your care for this condition.
- iii. (if different from ii) above) When the effects of that illness may have had an impact on the student.  
In your professional opinion, is it reasonable to assume that the nature and extent of the symptoms now described by the student will have impacted on the studies during the course of the year.
- iv. The impact of the condition on the student  
Is it likely that the student would have been unable:
  - a. to attend classes on a regular basis
  - b. to complete coursework or sit an exam
  - c. to inform the University at the time of their difficulties